

UNITED STATES DEPARTMENT OF AGRICULTURE

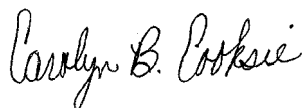
Farm Service Agency
Washington, D.C. 20250

Notice FLP-326

For: State Offices

2003 National Farm Loan Programs (FLP) Training

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Purpose

This notice informs State Offices of the national training meeting for employees involved with FLP delivery.

B Contact

Direct questions about this notice to Bruce W. Peters, PDEED at 202-720-7003.

2 Training Schedule

A Location, Hotel Information, and Dates

The training will be held at the:

Hyatt Regency Atlanta
265 Peachtree Street North East
Atlanta, Georgia 30303
1-404-577-1234.

The training will begin on Monday, December 1, 2003, at 8 a.m. for **Farm Loan Chiefs (FLC)** participating in the FLC Mentor/Mentee Program. For all other FLC's, training will begin at 1 p.m. (see paragraph 2 B).

The general training session will begin on Tuesday, December 2, 2003, at 8 a.m. and end on Friday, December 5, 2003, by 12 noon.

Disposal Date	Distribution
February 1, 2004	State Offices

2 Training Schedule (Continued)

A Location, Hotel Information, and Dates (Continued)

Monday and Friday will be travel days for many participants. Travel reservations should not be made to return before 2 p.m. on Friday.

A block of rooms has been reserved with check-in on Monday, December 1, 2003.

Participants shall:

- make reservations for the Hyatt Regency Atlanta by calling central reservations at 1-800-233-1234 by COB **Monday, November 21, 2003**
- identify himself or herself as a participant of the “USDA/Farm Loan Program Meeting”.

Notes: The room rate:

- will be \$112 plus tax each night

Note: Tax will be reimbursed as a miscellaneous expense.

- must be guaranteed by using a major credit card.

Participants who do not cancel their reservations 24 hours before the arrival date will be charged for 1 night’s lodging.

B FLC Mentoring and Training Session

A mentoring and training session will be held on **Monday, December 1, 2003, for FLC’s only.**

FLC’s participating in the mentoring program are:

- authorized to travel on Sunday, November, 30, 2003
- to contact the Hyatt Regency Atlanta and make the necessary lodging arrangements.

FLC’s **not** participating in the mentoring program are:

- authorized to travel on Sunday, November, 30, 2003, if they are unable to arrive by 1 p.m. on Monday, December 1, 2003
- to contact the Hyatt Regency Atlanta and make the necessary lodging arrangements.

2 Training Schedule (Continued)

C Travel Authorizations

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. Per diem for Atlanta, Georgia, is \$155 (\$112 for lodging and \$43 for M&IE) per day.

Participants are responsible for making their own travel arrangements as soon as possible using the most efficient means of transportation.

Travel for Federal State Office participants shall be charged to Washington-control FLP Travel Funds. See 98-FI, Exhibit 11.

D Airport Transportation

Transportation from Hartsfield Atlanta International Airport to the Hyatt Regency is available via:

- MARTA public rail system, with indoor connection to the Peachtree Center Station (connected to the hotel), for a fare of \$1.75
- taxi for approximately \$25
- airport shuttle service for \$14 one-way.

Valet parking is available at the hotel at the rate of \$20 per day.

3 Participant Information

A Training Participants

It is recommended that training participants include employees with FLP responsibilities. Training participants may include, but are not limited to:

- SED's
- FLC's
- other FLP staff.

B Documenting Training

Each participant shall document this training by using the Internet Combined Administrative Management System (ICAMS). The ICAMS course number is 020126 and the session number is 0001. Direct questions about processing in ICAMS to the State Training Officer.

C Reasonable Accommodations

Each participant should notify the airlines and hotel of any accommodations that are necessary.

Persons with disabilities who require accommodations to attend or participate in this training should contact Bruce W. Peters by telephone at 202-720-7003, or e-mail to **bruce_peters@wdc.usda.gov** by November 21, 2003.

3 Participant Information (Continued)

D Number of Participants Per State

SED's are highly encouraged to attend the FLP training. Arrangements have been made for separate break out sessions for SED's. Consequently, each State has been authorized 1 position SED to attend.

State Offices are limited, and authorized, to send participants (excluding SED's) according to the following table.

State	Number of Participants	State	Number. of Participants	State	Number of Participants	State	Number. of Participants
AK	2	ID	3	NC	4	PR	2
AL	4	IL	4	ND	4	SC	3
AR	4	IN	4	NE	4	SD	4
AZ	2	KS	4	NH/VT	2	TN	4
CA	4	KY	4	NJ	2	TX	5
CO	3	LA	4	NM	3	UT	2
CT/MA/RI	2	ME	3	NV	2	VA	3
DE/MD	2	MI	4	NY	4	WA	3
FL	3	MN	4	OH	3	WI	4
GA	5	MO	4	OK	3	WV	2
HI	2	MS	4	OR	2	WY	2
IA	4	MT	3	PA	3		